

CHAPTER 9. PROCESSING OF URGENT AND EMERGENCY MEDCASE/SUPERCEEP REQUIREMENTS

9-1. INTRODUCTION

a. Program Management. A properly managed MEDCASE/SuperCEEP program at the activity includes a clear and well-distributed Standard Operating Procedure (SOP). This SOP shall explain how to use the MEDCASE/SuperCEEP program to acquire equipment. Nonetheless, instances will arise where routine requirement approval procedures will not be able to respond in a timely manner.

b. Urgent Requirements. Urgent requirements are those that must be both approved and executed during the current execution year. Urgent requirements must be mission essential and required to meet the mission in the current fiscal year. Urgent submissions are **not** a method to cover a lack of prior equipment planning or an attempt to secure funding for an unfunded item.

c. Emergency Requirements. A true emergency situation is rare and involves requirements that are required to save a life, prevent suffering, distress, or loss of faculty or limb.

9-2. URGENT MEDCASE/SUPERCEEP REQUIREMENTS

a. General. Unless otherwise indicated, urgent requirements are processed for approval in the same manner as routine MEDCASE/SuperCEEP program requirements. MEDCASE/SuperCEEP requirements, which are considered to be urgent, should be clearly labeled as such on the top margin of the DA Form 5027-R and should contain the FY of the current execution year in the ACN.

b. Urgent or Emergency Documentation. When an activity has an urgent or emergency MEDCASE/SuperCEEP requirement, they are required to submit a memorandum that addresses the questions below. In addition, if the requirement is for a non-TARA item, a Total Case Analysis must be prepared and submitted. The format is provided in Appendix F. Previously established requirements must address questions 2-4.

(1) Why was the requirement not identified in the MEDCASE/SuperCEEP program earlier?

(2) Why is the requirement urgent or an emergency?

(3) Why can't the requirement wait for midyear review or funding next fiscal year?

(4) What is the impact on the mission if this requirement is not funded?

c. Routing. The activity is required to send the memorandum with endorsement from the activity Commander to the RMC Commander. Subsequently, the RMC will forward the memorandum with endorsement from their Commander to the USAMEDCOM. When packet is forwarded to the RMC, a duplicate packet should also be sent to the USAMMA to begin the OTSG Consultant or TARA review process.

Requests for funding are not to be sent through or to the USAMMA. Funding requests go to the USAMEDCOM.

d. Execution. Urgent requirements must be approved and funding allocated by the STCPC before they can be executed. Once approved and funded, the requirement will either be processed using an LOA or a requisition as requested by the activity.